



C-20265
12/28/2018
4:50pm

December 27, 2018

DIVISION MEMORANDUM

NO. 980s., 2018

QMS INTERNAL AUDIT

TO: OIC Assistant Schools Division Superintendent
OIC Office of the Assistant Schools Division Superintendent
CID Chief
OIC SGOD Chief
Unit and Section Heads
Quality Management System Committee Members
All Division Personnel

1. In accordance with the scheduled Internal Quality Audit, the Internal Quality Audit Committee, will conduct an internal audit on following schedule:

DATE	UNIT/ SECTION	AUDITOR
January 7, 2019	Dental	Julie Ann Vertudes
		Sheila Costa
January 08, 2019	SocMob	Kristine Salamat
		Mary Joy Mendoza
January 8, 2019	Facilities	Noel Ortega
		Johndel Baculod
		Reniel Patrick Tejidor
January 8, 2019	Private School	Ronald Alvin Alamo
		Norita Vasquez
January 8-9, 2019	CID, ALS, LR	Rey Ann Maramag
		Jasmin Lyra Sambrano
		Catherine Alberto
		Glenor Marasigan
January 9, 2019	HRD	Dulce Tampoc
		Lou-Junel Velasco
January 9, 2019	Medical	Mercelita Salazar
		Kristine Dela Rosa
January 9, 2019	M&E	Joel Mina
		Rey Ann Maramag
		Mary Angelic Federoso
January 11, 2019	DRRM	Alquin Lobos





Republic of the Philippines
Department of Education
 Region IV-A (CALABARZON)
Division of Cavite
 Trece Martires City, Cavite



Certificate Number: AJA17-0083

January 11, 2019	Planning and Research	Daniel Carpina
		Ronald Kevin Del Rosario
January 15, 2019	Admin	Rey Guansing
		Diana Topacio
		Elpidia Bergado
January 15, 2019	Cash	Emily Quintos
		Ronald Kevin Del Rosario
January 16, 2019	HRM	Maribeth Rieta
		Glaizelle Rodrin
		Roviann Sidamon
		Jennifer Tolica
January 16, 2019	Records	Margie Lyn Antazo
		Kristine Salamatin
		Eldrich Salamatin
January 16, 2019	Supply	Albert Erni
		Lou-Junel Velasco
		Diana Topacio
January 18, 2019	ICT	Glaza Penalba
		Jennifer Tolica
January 18, 2019	Legal	Angelita Orenciano
		Leonard Umandap
January 18, 2019	OSDS	Marinell Penalba
		Eldrich Salamatin
January 21, 2019	Accounting	Joel Peregrino
		Kristine Dela Rosa
		Mary Angelic Federoso
		Diana Topacio
January 21, 2019	Budget	Gina Dulce
		Leonard Umandap
January 21, 2019	Top Management	Johndel Baculod
		Reniel Patrick Tejidor
January 21, 2019	DDC	Teodoro Fulvadora
		Mignon Cecille Mangoba
January 22, 2019	IQA	Ofelia Arvisu

- The objective of this audit is to assure the compliance of mentioned unit and processes with the ISO 9001:2015 standards.
- Pre-audit meeting shall be attended by IQA team only on January 07, 2019 at 1:30am.



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4. Attendance of all internal quality auditors are highly needed.


CHERRYLOU D. REPIA
Schools Division Superintendent



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